



Documents We Might Need for your Mortgage Approval

Tips:

- ★ All requested documents are required before I can issue a pre-approval or send to lenders for approval
- ★ Ensure all documents have your name on them.
 - If they are missing your name then please provide alternate documentation to cross reference account numbers in order to prove ownership.
- ★ NEVER alter a document – this includes blacking out ANY information

Always Needed:

- Void Check
- 2 pieces of government issued identification (front and back) for each borrower

Employment Documents:

If Employed:

- Letter from employer showing guaranteed income, job title/position and length of employment. Must be on company letterhead, signed and dated
- 2 most recent pay stubs
- Last 2 years of CRA Notice of Assessments (with Statement of Account showing \$0 balance if taxes were owed)
- Last 2 years T4's

If Self-Employed:

- Last 2 years FULL T1 Generals
- Last 2 years of CRA Notice of Assessments (with Statement of Account showing \$0 balance if taxes were owed)
- Last 2 years company financial statements and proof of filing corporate taxes (with Statement of Account showing \$0 balance if taxes were owed)
- 6 months of business bank statements
- Proof of your self employed status for more than 2 years: articles of incorporation, business licence, etc.

Unique Situations/Income:

- Fully executed separation agreement if you are separated/divorced
- OAS/CCB/RIF/Pension income – 3 months of bank statements and last 2 years T4's
- CCB – Annual CCB statement from CRA, children's birth certificates, 3 months of bank statements
- Rental income – Last 2 years full T1 Generals and copies of leases



Property Documents:

When purchasing a new home or investment property:

- Copy of signed and accepted offer to purchase
- Copy of MLS Listing
- Copy of deposit cheque
- New home warranty details, specs and plans (if property is a new build)

Down Payment confirmation:

- Investments or RRSP- provide a current account statement
- Savings Account- Provide a full 90 day history of the account via bank/account statements
 - *If a sum over \$1000 was deposited to the account in the last 90 days then provide proof of where it came from. If it was a transfer from another bank account, provide a full 90 day history of that account
- Gift- We will provide a gift letter to be signed by all parties and will also need proof of the gift being deposited into your bank account via a full 90 day history of the account. In some circumstances we may need a full 90 day account history from the person who gifted it
- Sale of home- Unconditional sale agreement (including all waivers and amendments) of the property being sold as well as a current mortgage statement. If the home is already sold we will also need the lawyer's statement of adjustments and proof the sale funds were deposited into your account.
- Secured line of credit- Provide recent statement to show availability to funds

If You Own Other Property:

- Current or most recent mortgage statement(s)
- Most recent property tax bill
- Condo fee documents, if applicable
- Existing Lease(s) for rental properties
- Proof of home insurance (if you are renewing)